



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: Auditor - 21462 - GS-15

Job Announcement Number: 21462

Salary Range: \$124,995-\$157,100

Vacancy Open Period: 12/15/2014 - 12/15/2015 - Open Until Filled.

This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Position Type: Permanent

Who May Apply: Internal and External Candidates

Duty Location: Reston, Virginia

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Authorized: Discretionary based on availability of funds

Position Information:

This is an opportunity for a GS-15 permanent position in the ODNI. Multiple positions available.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Non-Federal Government Employees
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee of the ODNI or another federal agency, assignment will be made to the position at the employee's current GS grade and salary.

Salary for a selected non-federal candidate will be set within the salary range of the position based on qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Key Requirements for External Candidates:

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

Component Mission:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.

Major Duties and Responsibilities:

- Oversee, lead, plan, and conduct comprehensive program, financial, contract, acquisition, and information technology-related audits and reviews of activities within the Office of the Director of National Intelligence (ODNI), and the Intelligence Community (IC) at-large to detect and prevent waste, fraud and abuse and ensure compliance with Generally Accepted Government Auditing Standards (GAGAS).
- Oversee, lead, plan, and conduct ODNI and IC-wide financial and operational audits; oversee, direct, and determine the design, sequencing, and management of interviews, as well as the data to be reviewed; oversee the collection and analysis of all relevant data using statistical and analytical methods, and the use of audit results and analysis to develop recommendations for improving compliance, effectiveness, efficiency, and accountability.
- Lead the planning, development, and presentation of written reports and oral briefings for senior leaders regarding significant findings that cover the conditions discovered, their cause and effect, status, and recommendations of complex audits.
- Oversee and lead the planning, development, and implementation of multiple, complex audits that require an integrated analysis of a number of different operational programs, financial, and accounting systems.
- Provide senior ODNI and IC leadership with expert advice and counsel on policy development and the development of ODNI policies that are designed to detect and prevent waste, fraud, and abuse and address systemic issues identified in audits that detract from program or operational effectiveness.
- Lead, plan, and conduct initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to issues identified in audits in order to promote financial compliance, efficiency, and effectiveness in the administration of programs and operations.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Lead, guide, and assess the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding implementation of recommendations.
- Oversee and guide the development and presentation of briefings that keep the DNI fully informed of systemic issues detracting from operational performance and program effectiveness as well as of other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.
- Directs application of generally accepted principles and conducts audit within generally accepted Government standards in accordance with the agency's financial management policies.
- Oversees the team obtaining sufficient reliable evidence through inspection, observation, inquiries, and confirmation to provide reasonable basis for an opinion regarding the activity or organization under examination.
- Oversees the team study and execution/implementation of existing applicable laws, policies, procedures and systems of internal controls within the organization's financial operations.
- Manage team's use of statistical and/or judgmental sampling to examine and test financial records and management controls to determine the degree of efficiency, economy, and effectiveness with which an organization discharges their financial duties; in-depth examinations of existing internal controls, and accounting operations to identify and determine ineffective, inefficient or best practices.
- Establish audit procedures required to attain audit objectives in view of the level of system reliability.

Knowledge, Skills and Abilities (KSAs):

REQUIRED

- Bachelor's degree in accounting, business administration, finance, or public administration and/or a certificate as a Certified Public Accountant, Certified Internal Auditor, or Certified Information Systems Auditor or comparable professional experience at the full performance level in accounting, auditing, or a related field.
- Expert knowledge of the theory, concepts, practices, and techniques of auditing, to include the GAGAS and the identification of conditions, causes, criteria, effect, and recommendations.
- Expert knowledge of and ability to detect and prevent waste, fraud, and abuse in one or more of the following areas: Federal contracting practices, government budgeting and finance, information technology and assurance, and/or the IC's structure, components, and missions.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Superior interpersonal skills including the ability to interview, negotiate, and brief senior officials; superior ability to lead an audit team in the development of audit plans, conduct highly complex audit projects, and write reports to substantiate findings.
- Superior writing skills including the ability to independently develop expert audit reports and correspondence.
- Superior analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop expert recommendations based on qualitative and quantitative data. Superior ability to exercise sound judgment and form objective conclusions/recommendations, monitor for compliance, and evaluate the effectiveness of recommendations based on empirical facts, evidence, and other pertinent information.
- Experience: 24 hours of Accounting or Auditing experience.
- Education: Bachelor's degree in accounting, business administration, finance, or public administration and/or a certificate as a Certified Public Accountant, Certified Internal Auditor, or Certified Information Systems Auditor or comparable professional experience at the full performance level in accounting, auditing, or a related field.
- Certifications/Licenses: Certified Information Systems Auditor; CPA eligible or CIA CPA eligible; CGFM, CDFM, CFE or equivalent certification.

DESIRED

- Master's degree or equivalent relevant work experience.

How You Will Be Evaluated:

Applicants are encouraged to carefully review the position description and required KSAs and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

Benefits:

The ODNI offers a broad array of benefits programs and family friendly flexibilities.

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement System (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

Other Information:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis.

How to Apply:

A complete application must include the following:

A .RESUME - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.

b. KSAs - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe how your past work experience, education and accomplishments demonstrate that you possess the knowledge and skills required for this position.

C .COVER LETTER - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.

d. PERFORMANCE EVALUATIONS - Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.

e. VACANCY NUMBER - Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by the closing date of the announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What to Expect Next:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

Agency Contact Information:

ODNI Recruitment: Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov